

b. Records relating to pending Freedom of Information Act or Privacy Act requests are subject to multiple records schedule retention periods and involve two record copies serving different purposes. Each record copy has a different retention period based on the purpose it serves. The longest retention period takes precedence over all records held by the custodian and determines the applicable schedule and item for the initial basic material, its sanitized versions, and written justifications for denying information in whole or in part.

(1) The Information and Privacy Staff (IPS) will maintain only duplicates of the basic material, ^{RELEASED} sanitized versions, and written justifications with all other processing records involved in the request as its "record copy" to satisfy the FOIA and PA program schedule retention periods.

(2) Custodians will hold the basic materials, sanitized versions, and written justifications on all FOIA and PA requests as their "record copy" to satisfy scheduled retention periods applicable to the basic record including all information denied or not provided to IPS due to sensitivity or bulky volume. Custodians will "flag" all records in their original filed location to preserve continuity, at the time of the request to prevent premature disposition or destruc-

tion. Where the retention period in the custodian's schedule for the basic material record copy is less than that required by the IPS schedule for active cases, the custodian will continue to retain and protect all flagged information until the FOIA or PA case is resolved. Unflagged material may be destroyed in accordance with records schedule instructions.

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FOIA - 5 yrs
PA - 2 years

Not back cases -
start today.